

Annapolis Police Department



GENERAL ORDER

Number: H.12

**Issue Date: March
2007**

TO: All Personnel

SUBJECT: Youth Service Officer (YSO)

PURPOSE

The purpose of this General Order is to establish guidelines for implementing and administering the Youth Service Officer (YSO) program.

POLICY

It shall be the policy of the Annapolis Police Department to permit high school students to perform non law enforcement tasks in support of the needs of the Police Department consistent with demonstrated levels of expertise.

I. Selection/Qualifications

- A. YSO applications will be accepted through the Administrative Services Division.
- B. YSO applicants must meet the following basic requirements:
 - 1. At least 15 years of age;
 - 2. A citizen of the United States;
 - 3. Be in good mental and physical condition;
 - 4. Enrolled within a local high school;
 - 5. Minimum of a 2.0 grade point average on a 4.0 scale;
 - 6. No failing grades; and
 - 7. Good moral character.
- C. A work permit is required for all selected applicants under 18 years of age.

II. Assignment

The Commander of the Community Services Section is in charge of the YSO program. The Commander of the Community Services Section may designate an Officer in Charge (O.I.C.) for the day to day activities of the program.

- A. All tasks will be assigned through the Commander of the Community Services Section or the O.I.C.
- B. Any member of the Department needing assistance from the YSO's shall request the help through the Commander of the Community Services Section or the O.I.C. When possible, the request should be submitted 24 hours in advance.

III. Duties and Responsibilities

- A. Youth Service Officer duties include but not be limited to:
 - 1. Answer telephones and take messages for members of the Community Services Section;
 - 2. Create and file records in regard to the Neighborhood Watch Program or other community projects;
 - 3. Create and file records in regard to statistical data for report to the community, the Department or local government;
 - 4. Analyze statistical data in visual form from pin maps;
 - 5. Review newspaper and other media sources from useful law enforcement news and reports.
 - 6. Create and file records of local, state and national events appropriate for law enforcement; and
 - 7. Perform general administrative duties as required.
- B. **This is non uniformed position.** No equipment will be issued to the YSO.
- C. **YSO's will not participate in any type of ride-along programs nor will the YSO work in any operational type setting.**
- D. The YSO shall furnish proof to the Commander of the Community Services Section or the O.I.C. that a cumulative grade point average of no less than 2.0 was maintained after each semester with no failing grades.
- E. The YSO work hours will be governed by the State of Maryland Division of Labor and Industry (Employment of Minors), a copy of which may be obtained from the Payroll Clerk or from the Division of Labor and Industry's website.
 - 1. Duty assignments shall not conflict with scheduled classes.
 - 2. Paid sick leave and vacation leave are not provided benefits.
- F. YSO's will complete a monthly report and forward it to the Commander of the

Community Services Section or the O.I.C.

- G. The YSO is subject to the same policies, procedures and discipline as other members of the Department and perform those duties enumerated herein.

IV. Eligibility for Appointment as a Community Service Officer

- A. Youth Service Officers wishing to be considered for the position of Community Service Officer upon graduation from their high school must apply through the Administrative Services Division.
- B. Requirements for the position of Community Service Officer are outlined in **General Order H.3.**

Joseph S. Johnson
Chief of Police

References
1. Accreditation Standards: None
2. General Order H.3 Community Service Officer (CSO's)
3. Division of Labor and Industry

Revision: This is a new General Order